

19 OCT 1979

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to the DCI for Resource Management
Deputy to the DCI for Collection Tasking
General Counsel
Legislative Counsel
Inspector General
Comptroller
Director, Equal Employment Opportunity
Director of Public Affairs

FROM: Harry E. Fitzwater
Director of Personnel

SUBJECT: Senior Intelligence Service - Advance Work Plan

REFERENCE: DDCI Memo dated 11 October to Same Addressees,
Subject: Senior Intelligence Service - Draft
Advance Work Plan

1. This will confirm the decision made at the Executive Committee Meeting on 17 October 1979 that Form 45W, Advance Work Plan, currently in effect for use with the new Performance Appraisal Report, will be used for Senior Intelligence Service members.

2. The referent memorandum required that agreement by the rates and raters be effected by 1 November 1979. That date has been changed to 1 December 1979.

Harry E. Fitzwater

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11 October 1979

MEMORANDUM FOR: Deputy Director for Science and Technology
Deputy Director for Operations
Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy to the DCI for Resource Management
Deputy to the DCI for Collection Tasking
General Counsel
Legislative Counsel
Inspector General
Comptroller
Director, Equal Employment Opportunity
Director of Public Affairs

FROM : Deputy Director of Central Intelligence

SUBJECT : Senior Intelligence Service - Draft Advance Work
Plan

1. Attached is a preliminary draft of supplemental guidelines for the preparation of the Advanced Work Plans (AWP), an integral part of the SIS Performance Appraisal system. The SIS AWP and the Performance Appraisal system are the basic documents upon which performance awards and/or bonuses will be based.

2. I would like you to review these guidelines ASAP and comment back to the Office of Personnel by COB Monday, 15 October. The AWP will also be discussed at the 18 October SIS Conference. After review and revisions as appropriate, I expect to issue the guidelines before the end of October.

3. All supervisors of SIS members will be expected to prepare the AWP, discuss it with their SIS staff members and reach agreement on the AWP by 1 November 1979. The SIS members will be evaluated against the agreed upon work plan by 1 October 1980. Obviously, the supervisor and the SIS member to be rated must reach agreement not only on key priority objectives, but also how measurement of key objectives will take place.

4. I expect, in addition to individual work goals, that supervisors of SIS members will also take into account office/division level goals and directorate goals as well. The AWP should reflect both the organizational goals and the individual SIS member goals.

5. At the end of the first year's experience, I expect an in-depth evaluation of the SIS system including an analysis of the AWP.

6. I appreciate your continuing support as we launch the Senior Intelligence Service system.

F.C.

Frank C. Carlucci

Attachments

cc: DCI
Director of Personnel
SA/DDCI

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